



Natural Resources Conservation Service  
1201 NE Lloyd Blvd., Suite 900  
Portland, OR 97232

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October 1, 2008

## **OREGON BULLETIN NO. OR-360-2008-1**

### **SUBJECT: Initial FY08 Performance Standards**

**Purpose.** The NRCS General Manual requires that all employees have written performance ~~standards~~ in place by October 31, 2007. NRCS is currently working on new performance standards to replace the ones used in FY07 that will better reflect the Office of Management and Budget (OMB) policy for a Five Level Performance Plan. These new standards will not be available until some time in October 2007 for the State Conservationist, State Administrative Officer, and positions in the GS-457 series. From the standards developed for these positions, we will be developing standards for other NRCS Oregon positions.

**Expiration Date.** December 31, 2007.

**Action Required.** In order for NRCS to meet the deadline of having new performance ~~standards in place~~ by October 31, 2007, each state has been authorized to have supervisors go into EmpowHR and establish FY08 performance standards for their employees for 90 days, from October 1, 2007 until December 31, 2007 by copying forward the FY07 standard. This is a very simple, three step process and is described by the slides in Attachment A. Supervisors are to go into EmpowHR upon receipt of this bulletin, establish FY08 standards for 90 days by copying forward the FY07 standards, making changes if desired. When all your employees have electronically signed their 90-day FY08 standards, please report to Sue Brandt by e-mail that this has been completed by October 26, 2007 so that we can report to NHQ by October 31, 2007 that all employees in NRCS Oregon have performance plans in place. Once the examples and templates for the new FY08 standards have been received, further guidance about developing FY08 standards for all employees that begin on January 1, 2008 will be put out via a follow-on bulletin.

NRCS National Headquarters has put out two national bulletins, NB.360.7.35 – Performance Planning for FY08 and NB.360.7.36 – Monitoring Performance for FY08, that provide further information on the guidance for the FY08 Five Level Performance Standards. This guidance will be helpful when we have received the templates and examples that we will be using in November and December to develop our FY08 standards for NRCS Oregon employees. These bulletins can be found at <http://directives.sc.egov.usda.gov/>

If further clarification is necessary, please contact Sue Brandt at 503-414-3223 or Lesley Kelly at 503-414-3211

/signed/

BOB GRAHAM  
State Conservationist

Enclosure

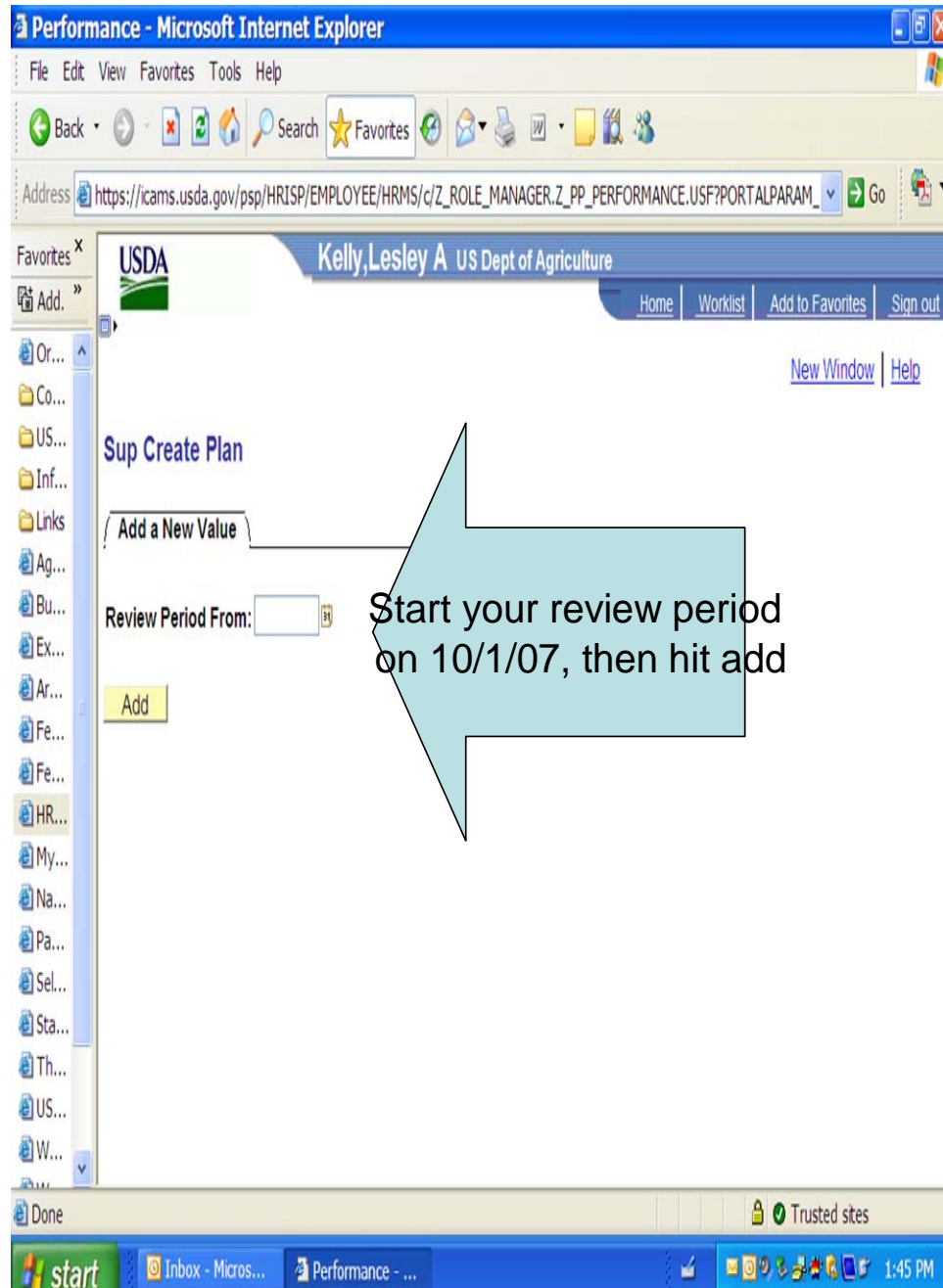
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<http://www.or.nrcs.usda.gov/intranet/bulletins/bulletins07-08.html>

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## **Attachment A**



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USDA Kelly, Lesley A US Dept of Agriculture

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Performance Plan Elements and Standards

Brandt, Alfred A EmpID: 092775

Performance Plan Start Date: 10/01/2007

Performance Plan End Date: 12/31/2007

Next Performance Date: 01/01/2008 Rating: H 5 Tier Performance

Plan By: Scale:

Employment Info when plan was established

Agency:	AG 16	Natural Resources Conservation Service
Department:	900552	Management Staff
Job Code:	064367	Financi Clk
Position:	90179946	
Pay	GS050305	
Plan:		

Employee	Supervisor	Reviewer
<input type="checkbox"/> Viewed/Discussed Plan	<input type="checkbox"/> Created the Plan	<input type="checkbox"/> Concurred
<input type="checkbox"/> Refused to Sign		
Last Updated	Last Updated	Last Updated

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End the performance plan on 12/31/07, and make the next performance plan start on 1/1/08

Also select rating scale "H" for the five tier performance plan

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USDA Kelly, Lesley A US Dept of Agriculture

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Performance Plan Elements and Standards

Brandt, Alfred A EmplID: 092775

Performance Plan Start 10/01/2007  
Date:  
Performance Plan End 12/31/2007  
Date:  
Next Performance Plan 01/01/2008  
By:  
Job Code: 064367 Fnancl Clk Position: 90179946

Use these dates

Elements & Standards View All First 1 of 2 Last

Performance 01 Pick 010 Critical Indicator Copy Plan from Prev

Measure No: Element: ☒ Critical ☐ Non Critical

Element: Personal Contacts - EO/CR (Mandatory for all Non-Supervisory Employee

Standards: Routinely displays courteous and tactful behavior towards internal and external customers, supervisors, coworkers, and/or team members. Projects a positive and professional image of USDA. Performs all duties in a manner which consistently demonstrates

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